

# Maryland's Immunization Information System

# ImmuNet

## Webinar Training Part 2

# Learning Objectives

1. Editing Your VFC Profile
2. Submitting a VFC Inventory Report
3. Ordering Specialty and Flu Vaccines
4. Adding, Modifying, and Inactivating ImmuNet Inventory

# What is ImmuNet?

- ImmuNet is a secure, online database that holds vaccine histories for children and adults throughout Maryland.
- ImmuNet data is confidential and HIPAA-compliant.
- ImmuNet is easy to use. In most cases ImmuNet can automatically get this data from electronic health records your office is already using.

# **New for 2017:**

## **ImmuNet Mandate**

1. VFC providers will be required to report VFC vaccines administered to their patients.
2. VFC providers will be required to order vaccines, including specialty and flu vaccines, through ImmuNet.

# **New for 2017:**

## **ImmuNet Reporting**

Reporting to ImmuNet is mandated for all enrolled VFC providers starting in 2017.

Setting up electronic data exchange will allow you to meet your VFC reporting requirement without any interruption in your workflow.

# New for 2017:

## Online Ordering

In 2017 you will be able to order vaccines through ImmuNet. This will be much easier and faster than faxing inventory forms. You'll also be able to check the status of your vaccine order and track the package!

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**VFC Inventory / Orders**

Click to proceed to the VFC Order screen to enter your inventory on hand for your VFC order to be processed.

# Enhanced User Experience

Next year, ImmuNet will have an enhanced user experience with simplified menus and workflow. Today, you'll see what that will look like.

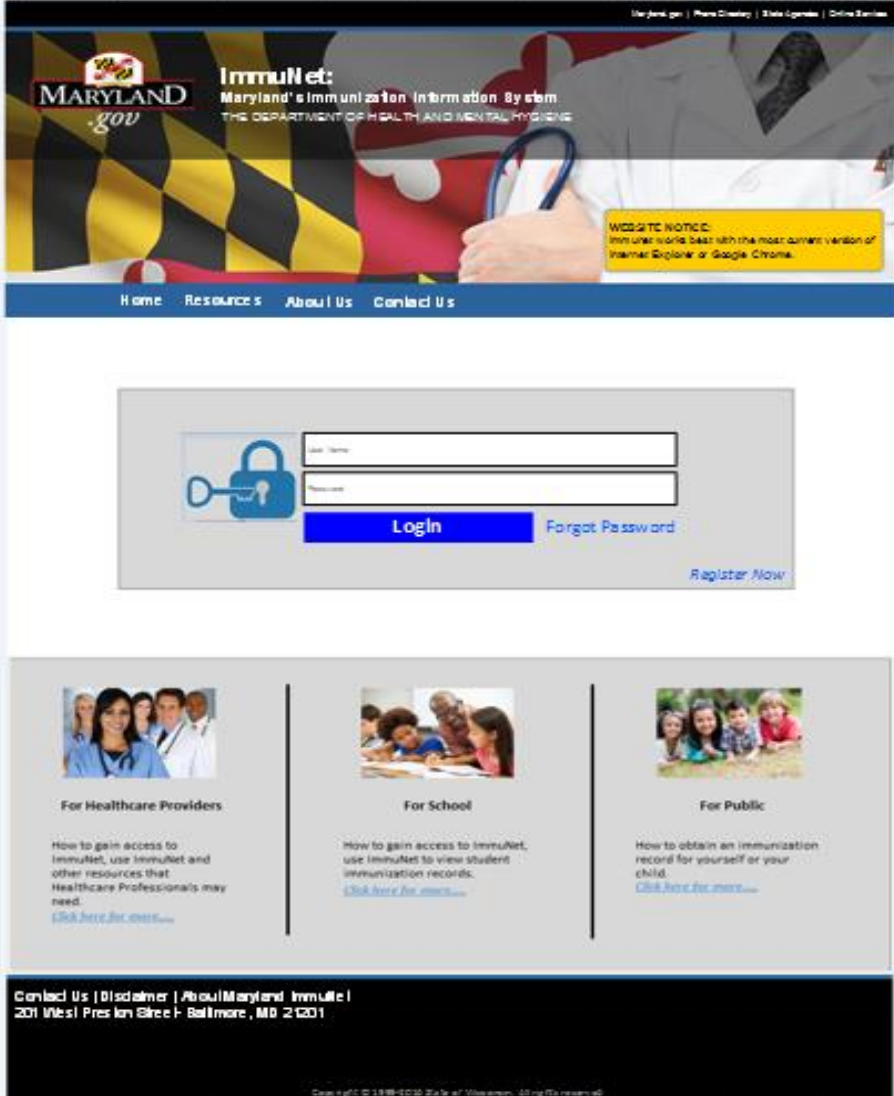
If you'd like additional training on how ImmuNet currently looks, please view the training videos available by going to [mdimmuneset.org](http://mdimmuneset.org) and clicking on "HT3" near the top center of the page.

A training video is available for ImmuNet inventory management but not for VFC vaccine ordering at this time.

# Logging In: The ImmuNet Homepage

[www.mdimmunet.org](http://www.mdimmunet.org)

Enter your username and Password. Click “Forgot Password” (next to the “Login” button) if you no longer remember your password.



The screenshot shows the ImmuNet homepage. At the top, there is a navigation bar with links: [Home](#), [Resources](#), [About Us](#), and [Contact Us](#). Below this is a large banner image featuring the Maryland state flag and a doctor in a white coat holding a stethoscope. The banner includes the text: "ImmuNet: Maryland's Immunization Information System" and "THE DEPARTMENT OF HEALTH AND MENTAL HYGIENE". A yellow box on the right side of the banner contains a "WEBSITE NOTICE" stating: "ImmuNet is only best with the most current version of Internet Explorer or Google Chrome."

In the center of the page is a login form. It features a blue padlock icon with a keyhole. To the right of the icon are two input fields: "User Name" and "Password". Below these fields are two buttons: a blue "Login" button and a blue "Forgot Password" button. To the right of the "Forgot Password" button is a link: [Register Now!](#).

Below the login form are three columns, each with a photo and a heading:

- For Healthcare Providers**: A photo of three healthcare professionals. Text below: "How to gain access to ImmuNet, use ImmuNet and other resources that Healthcare Professionals may need. [Click here for more...](#)"
- For School**: A photo of a group of children. Text below: "How to gain access to ImmuNet, use ImmuNet to view student immunization records. [Click here for more...](#)"
- For Public**: A photo of a group of children. Text below: "How to obtain an immunization record for yourself or your child. [Click here for more...](#)"

At the bottom of the page is a black footer bar with white text: "Contact Us | Disclaimer | About Maryland ImmuNet | 201 West Preston Street - Baltimore, MD 21201". Below this bar is a small copyright notice: "Copyright © 1998-2010 State of Maryland. All rights reserved."



# Logged In: Your Front Page

Once you're logged in, click VFC Inventory/Orders.

Welcome **Samir Baisnav** logged in as: > Organization: IR Physicians Role: Standard User > My Account > Logout

**ImmuNet:**  
Maryland's Immunization Information System  
THE DEPARTMENT OF HEALTH AND MENTAL HYGIENE

**WEB SITE NOTICE:**  
Immunet works best with the most current version of Internet Explorer or Google Chrome.

Home Resources Contact Us Help

Patients  
Immunization  
Reports  
Inventory  
Maintenance  
ImmuNet-Lite  
Data Exchange  
Query Only  
School Access  
Admin Support  
System Monitoring  
Vaccine  
Events

**Patient Search** Click to locate a patient, enter a new patient, view patient reports or add immunizations to a patient record.

**VFC Inventory / Orders** Click to proceed to the VFC Order screen to enter your Inventory on hand for your VFC order to be processed.

**My Organization's Inventory Status**

- Active Inventory expiring soon or has expired with quantity left
- Inventory running low by Vaccine Group
- Inventory running low by Trade Name

No review needed. Attention needed please click on the status link to review.

# Your VFC Profile

On this page, you can edit your VFC profile, generate a VFC inventory report, order flu or specialty vaccines, and check the status of your order.

## Manage Orders Screen

### VFC Profile

Status: Active

[Edit VFC Profile](#)

[Generate Inv. Report](#)

[Order Flu](#)

Provider Pin: JB5

Initiating Organization: JBTest5

Initiating User: Jeanne Becker

Delivery Contact Last Name: mullikin

Delivery Contact First Name: christine

Delivery Contact Middle Name:

Delivery Address (Street): 5450 knoll north drive suite 300

Delivery Address (Other):

Delivery City: columbia

Delivery State: MD Delivery Zip: 21045 +4: Delivery County: Howard

Delivery Phone: (410) 964-6327 Extension:

Delivery Fax: (410) 964-6227

DeliveryEmail: cmullikin@cmpractice.com

Special Ordering Instructions:

## Delivery Hours▲

### Delivery Window #1:

Monday: CLOSED  
Tuesday: CLOSED  
Wednesday: CLOSED  
Thursday: CLOSED  
Friday: CLOSED  
Saturday: CLOSED  
Sunday: CLOSED

### Delivery Window #2:

Monday: CLOSED  
Tuesday: 08:30 to 12:00  
Wednesday: CLOSED  
Thursday: CLOSED  
Friday: CLOSED  
Saturday: CLOSED  
Sunday: CLOSED

## Inventory Reports

From: 08/14/2014



To: 10/14/2016



Show:

Current ☐

Historical ☐

Both ☒

[Refresh](#)

## Current Reports

Report ID	User	Submit Date	Order Status
<a href="#">10001182</a>	Jeanne Becker	10/14/2016	Sent to Distributor-Flu
<a href="#">10001161</a>	Jeanne Becker	10/14/2016	<a href="#">pending</a>
<a href="#">10000909</a>	Jeanne Becker	11/20/2014	Sent to Distributor-Flu
<a href="#">10000908</a>	Jeanne Becker	11/20/2014	Sent to Distributor
<a href="#">10000880</a>	Jeanne Becker	09/25/2014	Sent to Distributor

# Editing Your VFC Profile

To edit your VFC Profile, click “Edit VFC Profile.”

## Manage Orders Screen

### VFC Profile

Status: Active

[Edit VFC Profile](#)

[Generate Inv. Report](#)

[Order Flu](#)

Provider Pin: JB5

Initiating Organization: JBTest5

Initiating User: Jeanne Becker

Delivery Contact Last Name: mullikin

Delivery Contact First Name: christine

Delivery Contact Middle Name:

Delivery Address (Street): 5450 knoll north drive suite 300

Delivery Address (Other):

Delivery City: columbia

Delivery State: MD Delivery Zip: 21045 +4: Delivery County: Howard

Delivery Phone: (410) 964-6327 Extension:

Delivery Fax: (410) 964-6227

DeliveryEmail: cmullikin@cmpractice.com

Special Ordering Instructions:

## Delivery Hours ▲



### Delivery Window #1:

Monday: CLOSED  
Tuesday: CLOSED  
Wednesday: CLOSED  
Thursday: CLOSED  
Friday: CLOSED  
Saturday: CLOSED  
Sunday: CLOSED

### Delivery Window #2:

Monday: CLOSED  
Tuesday: 08:30 to 12:00  
Wednesday: CLOSED  
Thursday: CLOSED  
Friday: CLOSED  
Saturday: CLOSED  
Sunday: CLOSED

## Inventory Reports

From: 08/14/2014  To: 10/14/2016  Show: ☐ Current ☐ Historical ☒ Both [Refresh](#)

### Current Reports

Report ID	User	Submit Date	Order Status
<a href="#">10001182</a>	Jeanne Becker	10/14/2016	Sent to Distributor-Flu
<a href="#">10001161</a>	Jeanne Becker	10/14/2016	<a href="#">pending</a>
<a href="#">10000909</a>	Jeanne Becker	11/20/2014	Sent to Distributor-Flu
<a href="#">10000908</a>	Jeanne Becker	11/20/2014	Sent to Distributor
<a href="#">10000880</a>	Jeanne Becker	09/25/2014	Sent to Distributor

# Editing Your VFC Profile

From this page you can confirm and edit your primary and backup VFC contact information. Be sure to also confirm that the delivery times are correct.

In the section below what's visible in the screenshot, you can add additional medical providers.

Edit VFC Profile

VFC Profile

Save

Provider Pin: JB5 \* Facility Type: Pediatric Practice 

Cancel

Initiating Organization: JBTest5  
Initiating User: Jeanne Becker

Delivery Contact Information ▲

\* Delivery Contact Last Name:

mullikin

\* Delivery Contact First Name:

christine

Delivery Contact Middle Name:

\* Delivery Address (Street):

5450 knoll north drive suite 300

Delivery Address (Other):

\* Delivery City:

columbia

Delivery State:

MD

\* Delivery Zip:

21045

+4:

\* Delivery County:

Howard

\* Delivery Phone:

410

964

6327

Ext.

Delivery Fax:

410

964

6227

\* Delivery Alternative Phone:

410

964

6300

DeliveryEmail:

cmullikin@cmpractice.com

Delivery Window #1:

Monday:

to

Tuesday:

to

Wednesday:

to

Thursday:

to

Friday:

to

Saturday:

to

Sunday:

to

Delivery Window #2:

Monday:

to

Tuesday:

08:30

to

12:00

Wednesday:

to

Thursday:

to

Friday:

to

Saturday:

to

Sunday:

to

Special Ordering Instructions:

(35 Character Limit)

Mailing Address ▲

Mailing Address:

5450 knoll north dr. suite 300

Mailing City:

columbia

Mailing State:

MD

Mailing Zip:

21045

+4:

Mailing County:

Howard

Backup Contact Information ▲

Entries must be different from Delivery Contact Information

\*Backup First Name:

sharon

\*Backup Last Name:

kenny

\*Backup Office Position:

medical assistant

\*Backup Phone Number:

410

964

6327

\*Backup Fax Number:

410

964

6227

\*Backup Email Address (must be different than oher emails provided)

skenny@cmpractice.com

# Creating a VFC Inventory Report

The following slides will show you how to order vaccines through ImmuNet. **This functionality is not yet available to you.** VFC will send communication to providers when it is.

Ordering your VFC vaccines through ImmuNet will **be required in 2017** so these slides are vitally important.

# Creating a VFC Inventory Report

To generate a VFC inventory report, click on “Generate Inv. Report.”

As with the faxed forms, you should do this when you are getting low on vaccines.

### Manage Orders Screen

**VFC Profile**

Status: Active

Edit VFC Profile

Enter Inventory



Order Flu

**Provider Pin:** JB5  
**Initiating Organization:** JBTest5  
**Initiating User:** Jeanne Becker  
**Delivery Contact Last Name:** mullikin  
**Delivery Contact First Name:** christine  
**Delivery Contact Middle Name:**  
**Delivery Address (Street):** 5450 knoll north drive suite 300  
**Delivery Address (Other):**  
**Delivery City:** columbia  
**Delivery State:** MD **Delivery Zip:** 21045 **+4: Delivery County:** Howard  
**Delivery Phone:** (410) 964-6327 **Extension:**  
**Delivery Fax:** (410) 964-6227  
**DeliveryEmail:** cmullikin@cmpractice.com  
**Special Ordering Instructions:**

### Delivery Hours ▲

Delivery Window #1:		Delivery Window #2:	
<b>Monday:</b>	CLOSED	<b>Monday:</b>	CLOSED
<b>Tuesday:</b>	CLOSED	<b>Tuesday:</b>	08:30 to 12:00
<b>Wednesday:</b>	CLOSED	<b>Wednesday:</b>	CLOSED
<b>Thursday:</b>	CLOSED	<b>Thursday:</b>	CLOSED
<b>Friday:</b>	CLOSED	<b>Friday:</b>	CLOSED
<b>Saturday:</b>	CLOSED	<b>Saturday:</b>	CLOSED
<b>Sunday:</b>	CLOSED	<b>Sunday:</b>	CLOSED

### Inventory Reports

**From:** 08/14/2014 **To:** 10/14/2016 **Show:** ☐ Current ☐ Historical ☒ Both 

Refresh

#### Current Reports

Report ID	User	Submit Date	Order Status
<a href="#">10001182</a>	Jeanne Becker	10/14/2016	Sent to Distributor-Flu
<a href="#">10001161</a>	Jeanne Becker	10/14/2016	<a href="#">pending</a>
<a href="#">10000909</a>	Jeanne Becker	11/20/2014	Sent to Distributor-Flu
<a href="#">10000908</a>	Jeanne Becker	11/20/2014	Sent to Distributor
<a href="#">10000880</a>	Jeanne Becker	09/25/2014	Sent to Distributor

# Generating a VFC Inventory Report

Add the quantity in doses for each lot you have in your VFC inventory. If you don't have any inventory on hand of a particular lot put in a "0." All rows **must** be filled. When you're done, click "Submit Inventory."

### Provider Inventory Data

Please enter the number of VFC doses remaining in your organization's inventory as of today's date. If your organization has used up all doses for a lot number below, please enter a "0".

**Note:** Only VFC, non-expired inventory lots with a quantity of 1 dose or higher and an NDC on file in the ImmuNet inventory module will display in the table below.

Once you have completed your organization's data entry, select the Submit Inventory button. The VFC Program will then place a vaccine order on your organization's behalf.

Grantee Code: MDA      Provider Pin: PINIR1      Inventory Date: 10/14/2016

#	Trade Name/Description	NDC	Ordering Intention	Lot Number	Exp. Date	Quantity (in doses)
1	AcelImune	12121-1222-12	PED	jkko	01/01/2020	<input type="text"/>
2	ActHib	49281-0545-05	PED	999999	01/01/2020	<input type="text"/>
3	ActHib	49281-0545-05	PED	UAT CHECKOUT	01/01/2017	<input type="text"/>
4	DAPTACEL	49281-0286-10	PED	DoseLevelTest	10/21/2018	<input type="text"/>
5	Engerix-B Adult	58160-0821-52	ADU	1245	10/15/2018	<input type="text"/>
6	Engerix-B Peds	58160-0820-11	PED	123	10/15/2020	<input type="text"/>
7	Gardasil 9	00006-4119-02	PED	test Gardasil 9	04/18/2017	<input type="text"/>
8	IPOL	49281-0860-10	PED	98765	12/31/2020	<input type="text"/>
9	Prevnar 13	00005-1971-02	PED	Test123	04/22/2025	<input type="text"/>

# VFC Inventory Report Tips

- If you don't see a lot number you have on hand on the VFC Inventory Report, press cancel and enter the vaccines into your ImmuNet inventory.
- The VFC inventory report should be filled with **doses** on hand. For multi-dose vials, report the number of doses left in the vial.
- Remember to match the lots number for the vaccines on hand with the lot numbers on the VFC Inventory Report.



# VFC Inventory Report Tips

- **Be accurate!** The VFC Inventory Report determines how much vaccine you are sent.
- The VFC Inventory Report on ImmuNet will not show expired vaccines. You must continue to use the paper Vaccine Return Form.
- Td, DT, Prevnar 23, and the MenB vaccines are available through the Specialty Vaccine Ordering page which we will cover now.

# Order Specialty and Flu Vaccines

To order flu vaccine or specialty vaccines, click “Order Specialty/Flu Vaccines.”

organization 75th St. Medical • user Mayra Andrade • role VFC User

### Manage Orders Screen

**VFC Profile** **Status: Active**

[Edit VFC Profile](#)  
[Enter Inventory](#)  
[Order Specialty/Flu Vaccines](#)

Provider Pin: 5551  
Initiating Organization: 75th St. Medical  
Initiating User: Dakota Kramer  
Delivery Contact Last Name: secthree a LN  
Delivery Contact First Name: secthreeaFN  
Delivery Contact Middle Name:  
Delivery Address (Street): 12200 Annapolis Rd, Ste 115  
Delivery Address (Other): l,jk  
Delivery City: Glenn Dale  
Delivery State: MD Delivery Zip: 20769 +4: Delivery County: Prince George's  
Delivery Phone: (301) 805-7084 Extension:  
Delivery Fax: (301) 805-7043  
DeliveryEmail: sec3a@email.com  
Special Ordering Instructions:

### Delivery Hours ▲

	Delivery Window #1:	Delivery Window #2:
Monday:	10:00 to 21:00	Monday: CLOSED
Tuesday:	CLOSED	Tuesday: CLOSED
Wednesday:	CLOSED	Wednesday: CLOSED
Thursday:	CLOSED	Thursday: CLOSED
Friday:	CLOSED	Friday: CLOSED
Saturday:	CLOSED	Saturday: CLOSED
Sunday:	CLOSED	Sunday: CLOSED

### Inventory Reports

From: 03/02/2016 To: 05/02/2016 Show: ☒ Current ☐ Historical ☐ Both [Refresh](#)

### Current Reports

Report ID	User	Submit Date	Order Status
<a href="#">10001220</a>	Mayra Andrade	04/29/2016	<a href="#">pending-SPC</a>
<a href="#">10001201</a>	Jeanne Becker	04/28/2016	<a href="#">Sent to Distributor-SPC</a>

# Order Specialty and Flu Vaccines

Put your current inventory for each flu or specialty vaccine item in the top section.

Put the amount you'd like sent in the section below.

Under that section you will be asked to justify your request.

Flu Only					
Grantee Code: MDA		Provider Pin: PINIR1		Confirm Order	
Organization Name: IR Physicians				Cancel	
Inventory Date: 10/14/2016					
Flu Only – Inventory Entry					
Please enter the number of VFC doses remaining in your organization's inventory as of today's date. If your organization has used up all doses for the Trade Name, please enter a "0".					
#	Trade Name/Mfr/Description	Ordering Intention	Quantity (in doses)		
1	Flu-Mist Medimmune, Inc. 1 Dose Sprayer (Intranasal)	PED	<input type="text"/>		
2	FluMist Quadrivalent Medimmune, Inc. 1 Dose Sprayer (Intranasal)	PED	<input type="text"/>		
3	Fluzone Sanofi Pasteur Inc. (Connaught and Pasteur Merieux) 10 Dose Vial	ADU	<input type="text"/>		
4	Fluzone Sanofi Pasteur Inc. (Connaught and Pasteur Merieux) 10 Dose Vial	PED	<input type="text"/>		
5	Fluzone Quad, p-free Sanofi Pasteur Inc. (Connaught and Pasteur Merieux) 1 Dose Vial	PED	<input type="text"/>		
Flu Only – Order Entry					
Please enter an Order Quantity (in doses) for each line item. Zero is a valid entry.					
Please enter Order Quantity (in doses) in multiples of 10.					
Click Confirm Order, once you have completed both inventory and order entry.					
	Trade Name/Mfr/Description	NDC	Ordering Intention	Funding Type	Order Quantity (in doses)
1	Flu-Mist Medimmune, Inc. 1 Dose Sprayer (Intranasal)	66019-0110-10	PED		<input type="text" value="0"/>
2	FluMist Quadrivalent Medimmune, Inc. 1 Dose Sprayer (Intranasal)	66019-0300-10	PED		<input type="text" value="0"/>
3	Fluzone Sanofi Pasteur Inc. (Connaught and Pasteur Merieux) 10 Dose Vial	49281-0392-15	ADU		<input type="text" value="0"/>
4	Fluzone Sanofi Pasteur Inc. (Connaught and Pasteur Merieux) 10 Dose Vial	49281-0392-15	PED		<input type="text" value="0"/>
5	Fluzone Quad, p-free Sanofi Pasteur Inc. (Connaught and Pasteur Merieux) 1 Dose Vial	49281-0415-10	PED		<input type="text" value="0"/>

# Tracking and Editing Your VFC Orders

From your VFC Profile you can track or edit a VFC order.

Your order can have several different statuses.

**Manage Orders Screen**

**VFC Profile**  
Provider Pin: PINIR1  
Initiating Organization: IR Physicians  
Initiating User: Jeanne Becker  
Delivery Contact Last Name: Dubon  
Delivery Contact First Name: Jennifer  
Delivery Contact Middle Name:  
Delivery Address (Street): 8933 Colesville Road  
Delivery Address (Other):  
Delivery City: Silver Spring  
Delivery State: MD Delivery Zip: 20910 +4: Delivery County: Montgomery  
Delivery Phone: (301) 585-9600 Extension:  
Delivery Fax: (301) 585-5888  
DeliveryEmail: saalattamd@verizon.net  
Special Ordering Instructions:

Status: Active

Edit VFC Profile  
Generate Inv. Report  
Order Specialty/Flu Vaccines

**Delivery Hours** ▲

Delivery Window #1:		Delivery Window #2:	
Monday:	05:00 to 14:00	Monday:	CLOSED
Tuesday:	CLOSED	Tuesday:	CLOSED
Wednesday:	CLOSED	Wednesday:	CLOSED
Thursday:	CLOSED	Thursday:	CLOSED
Friday:	CLOSED	Friday:	CLOSED
Saturday:	CLOSED	Saturday:	CLOSED
Sunday:	CLOSED	Sunday:	CLOSED

**Inventory Reports**  
From: 08/19/2012 To: 10/19/2016 Show: ☐ Current ☐ Historical ☒ Both Refresh

**Current Reports**

Report ID	User	Submit Date	Order Status
<a href="#">10001260</a>	Jason Linker	10/19/2016	<a href="#">pending</a>
<a href="#">10000762</a>	Celia Joseph	07/22/2014	Sent to Distributor
<a href="#">10000761</a>	Celia Joseph	07/22/2014	Sent to Distributor
<a href="#">10000740</a>	Celia Joseph	07/18/2014	Sent to Distributor
<a href="#">10000680</a>	Celia Joseph	06/25/2014	Sent to Distributor
<a href="#">10000462</a>	Dakota Kramer	01/09/2014	Sent to Distributor
<a href="#">10000440</a>	Nanette White	12/02/2013	Sent to Distributor
<a href="#">10000387</a>	Jeanne Becker	09/25/2013	Sent to Distributor
<a href="#">10000320</a>	Kyle Bowers	08/28/2013	Sent to Distributor
<a href="#">10000084</a>	Jeanne Becker	03/15/2013	Sent to Distributor
<a href="#">10000082</a>	Jeanne Becker	03/15/2013	<a href="#">Shipped/Complete</a>

# Tracking and Editing Your VFC Orders

**Pending:** You've submitted an inventory report but it has not yet been approved by the VFC program. You can still edit it at this time by clicking on "Pending."

This will take you back to the Submit Inventory Report screen.

### Manage Orders Screen

**VFC Profile**  
Provider Pin: PINIR1  
Initiating Organization: IR Physicians  
Initiating User: Jeanne Becker  
Delivery Contact Last Name: Dubon  
Delivery Contact First Name: Jennifer  
Delivery Contact Middle Name:  
Delivery Address (Street): 8933 Colesville Road  
Delivery Address (Other):  
Delivery City: Silver Spring  
Delivery State: MD Delivery Zip: 20910 +4: Delivery County: Montgomery  
Delivery Phone: (301) 585-9600 Extension:  
Delivery Fax: (301) 585-5888  
DeliveryEmail: saalattamd@verizon.net  
Special Ordering Instructions:

Status: Active

[Edit VFC Profile](#)  
[Generate Inv. Report](#)  
[Order Specialty/Flu Vaccines](#)

### Delivery Hours

Delivery Window #1:		Delivery Window #2:	
Monday:	05:00 to 14:00	Monday:	CLOSED
Tuesday:	CLOSED	Tuesday:	CLOSED
Wednesday:	CLOSED	Wednesday:	CLOSED
Thursday:	CLOSED	Thursday:	CLOSED
Friday:	CLOSED	Friday:	CLOSED
Saturday:	CLOSED	Saturday:	CLOSED
Sunday:	CLOSED	Sunday:	CLOSED

### Inventory Reports

From: 08/19/2012 To: 10/19/2016 Show: ☐ Current ☐ Historical ☒ Both [Refresh](#)

#### Current Reports

Report ID	User	Submit Date	Order Status
<a href="#">10001260</a>	Jason Linker	10/19/2016	<span style="border: 1px solid red; padding: 2px;">pending</span>
<a href="#">10000762</a>	Celia Joseph	07/22/2014	Sent to Distributor
<a href="#">10000761</a>	Celia Joseph	07/22/2014	Sent to Distributor
<a href="#">10000740</a>	Celia Joseph	07/18/2014	Sent to Distributor
<a href="#">10000680</a>	Celia Joseph	06/25/2014	Sent to Distributor
<a href="#">10000462</a>	Dakota Kramer	01/09/2014	Sent to Distributor
<a href="#">10000440</a>	Nanette White	12/02/2013	Sent to Distributor
<a href="#">10000387</a>	Jeanne Becker	09/25/2013	Sent to Distributor
<a href="#">10000320</a>	Kyle Bowers	08/28/2013	Sent to Distributor
<a href="#">10000084</a>	Jeanne Becker	03/15/2013	Sent to Distributor
<a href="#">10000082</a>	Jeanne Becker	03/15/2013	<a href="#">Shipped/Complete</a>

# Tracking and Editing Your VFC Orders

**In Progress or Sent to Distributor:** Your inventory was submitted and has been approved by the VFC program.

You may click on the “Report ID” link to see the inventory report that was sent.

### Manage Orders Screen

**VFC Profile**  
Provider Pin: PINIR1  
Initiating Organization: IR Physicians  
Initiating User: Jeanne Becker  
Delivery Contact Last Name: Dubon  
Delivery Contact First Name: Jennifer  
Delivery Contact Middle Name:  
Delivery Address (Street): 8933 Colesville Road  
Delivery Address (Other):  
Delivery City: Silver Spring  
Delivery State: MD Delivery Zip: 20910 +4: Delivery County: Montgomery  
Delivery Phone: (301) 585-9600 Extension:  
Delivery Fax: (301) 585-5888  
DeliveryEmail: saalattamd@verizon.net  
Special Ordering Instructions:

Status: Active

[Edit VFC Profile](#)  
[Generate Inv. Report](#)  
[Order Specialty/Flu Vaccines](#)

### Delivery Hours

Delivery Window #1:		Delivery Window #2:	
Monday:	05:00 to 14:00	Monday:	CLOSED
Tuesday:	CLOSED	Tuesday:	CLOSED
Wednesday:	CLOSED	Wednesday:	CLOSED
Thursday:	CLOSED	Thursday:	CLOSED
Friday:	CLOSED	Friday:	CLOSED
Saturday:	CLOSED	Saturday:	CLOSED
Sunday:	CLOSED	Sunday:	CLOSED

### Inventory Reports

From: 08/19/2012 To: 10/19/2016 Show: ☐ Current ☐ Historical ☒ Both [Refresh](#)

Report ID	User	Submit Date	Order Status
<a href="#">10001260</a>	Jason Linker	10/19/2016	<a href="#">pending</a>
<a href="#">10000762</a>	Celia Joseph	07/22/2014	Sent to Distributor
<a href="#">10000761</a>	Celia Joseph	07/22/2014	Sent to Distributor
<a href="#">10000740</a>	Celia Joseph	07/18/2014	Sent to Distributor
<a href="#">10000680</a>	Celia Joseph	06/25/2014	Sent to Distributor
<a href="#">10000462</a>	Dakota Kramer	01/09/2014	Sent to Distributor
<a href="#">10000440</a>	Nanette White	12/02/2013	Sent to Distributor
<a href="#">10000387</a>	Jeanne Becker	09/25/2013	Sent to Distributor
<a href="#">10000320</a>	Kyle Bowers	08/28/2013	Sent to Distributor
<a href="#">10000084</a>	Jeanne Becker	03/15/2013	Sent to Distributor
<a href="#">10000082</a>	Jeanne Becker	03/15/2013	<a href="#">Shipped/Complete</a>



# Tracking and Editing Your VFC Orders

**Shipped/Complete:** Your order has been sent to your office from the distributor.

Clicking on the “Report ID” will allow you to see the inventory that was submitted. Clicking on the “Shipped/Complete” link will allow you to see what was sent and find the carrier and tracking number.

### Manage Orders Screen

**VFC Profile**  
Provider Pin: PINIR1  
Initiating Organization: IR Physicians  
Initiating User: Jeanne Becker  
Delivery Contact Last Name: Dubon  
Delivery Contact First Name: Jennifer  
Delivery Contact Middle Name:  
Delivery Address (Street): 8933 Colesville Road  
Delivery Address (Other):  
Delivery City: Silver Spring  
Delivery State: MD Delivery Zip: 20910 +4: Delivery County: Montgomery  
Delivery Phone: (301) 585-9600 Extension:  
Delivery Fax: (301) 585-5888  
DeliveryEmail: saalattamd@verizon.net  
Special Ordering Instructions:

Status: Active

[Edit VFC Profile](#)  
[Generate Inv. Report](#)  
[Order Specialty/Flu Vaccines](#)

#### Delivery Hours

Delivery Window #1:		Delivery Window #2:	
Monday:	05:00 to 14:00	Monday:	CLOSED
Tuesday:	CLOSED	Tuesday:	CLOSED
Wednesday:	CLOSED	Wednesday:	CLOSED
Thursday:	CLOSED	Thursday:	CLOSED
Friday:	CLOSED	Friday:	CLOSED
Saturday:	CLOSED	Saturday:	CLOSED
Sunday:	CLOSED	Sunday:	CLOSED

#### Inventory Reports

From: 08/19/2012 To: 10/19/2016 Show: ☐ Current ☐ Historical ☒ Both [Refresh](#)

Report ID	User	Submit Date	Order Status
<a href="#">10001260</a>	Jason Linker	10/19/2016	<a href="#">pending</a>
<a href="#">10000762</a>	Celia Joseph	07/22/2014	Sent to Distributor
<a href="#">10000761</a>	Celia Joseph	07/22/2014	Sent to Distributor
<a href="#">10000740</a>	Celia Joseph	07/18/2014	Sent to Distributor
<a href="#">10000680</a>	Celia Joseph	06/25/2014	Sent to Distributor
<a href="#">10000462</a>	Dakota Kramer	01/09/2014	Sent to Distributor
<a href="#">10000440</a>	Nanette White	12/02/2013	Sent to Distributor
<a href="#">10000387</a>	Jeanne Becker	09/25/2013	Sent to Distributor
<a href="#">10000320</a>	Kyle Bowers	08/28/2013	Sent to Distributor
<a href="#">10000084</a>	Jeanne Becker	03/15/2013	Sent to Distributor
<a href="#">10000082</a>	Jeanne Becker	03/15/2013	<a href="#">Shipped/Complete</a>

# Tracking and Editing Your VFC Orders

The order tracking page is a list of “Order Line Items,” each of which is a vaccine. The red circles show the trade name and description of the vaccine. The blue circles show how many doses you’ve been shipped. The green circles show the carrier and tracking number.

Order Line Item	Trade Name/Description	NDC	Order Quantity (in doses)		
12	Rotarix 1 Dose Vial	58160-0854-52	2		
	Trade Name/Description	NDC	Carrier	Tracking Number	Quantity Shipped (in doses)
	Rotarix 1 Dose Vial	58160-0854-52	FDX2	784381747869	10

This is FedEx. Track it at [fedex.com](https://fedex.com)

Order Line Item	Trade Name/Description	NDC	Order Quantity (in doses)		
13	Varivax 1 Dose Vial	00006-4827-00	10		
	Trade Name/Description	NDC	Carrier	Tracking Number	Quantity Shipped (in doses)
	Varivax 1 Dose Vial	00006-4827-00	UNITED PARCEL SERVICE	1ZA2F4990136118568	20

This is UPS. Track it at [ups.com](https://ups.com)



# Tracking and Editing Your VFC Orders

Clicking on an order's Report ID brings up an inventory report for that order.

## ***Inventory Report for: IR Physicians***

*Provider Pin: PINIR1*

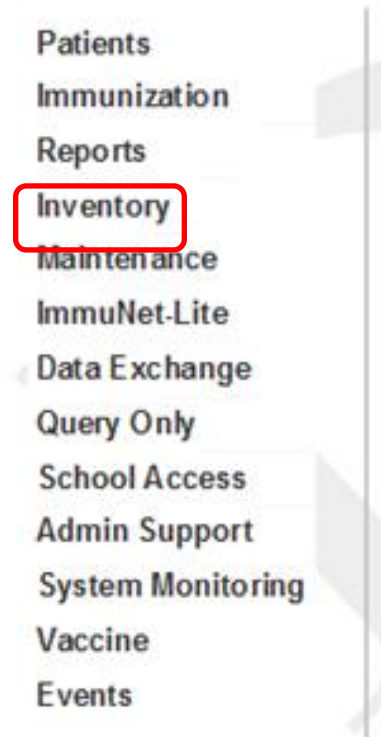
*Inventory Date: 10/19/2016*

#	Trade Name	NDC	Ordering Intention	Lot Number	Exp. Date	Quantity (in doses)
1	Acel-Imune	12121-1222-12	PED	jkko	01/01/2020	0
2	Acel-Imune	12121-1222-12	PED	1234	10/17/2017	0
3	Acel-Imune	12121-1222-12	PED	1234	10/17/2017	0
4	ActHib	49281-0545-05	PED	999999	01/01/2020	0
5	ActHib	49281-0545-05	PED	UAT CHECKOUT	01/01/2017	0
6	DAPTACEL	49281-0286-10	PED	DoseLevelTest	10/21/2018	0
7	Engerix-B Adult	58160-0821-52	ADU	1245	10/15/2018	0
8	Engerix-B Peds	58160-0820-11	PED	123	10/15/2020	0
9	Gardasil 9	00006-4119-02	PED	test Gardasil 9	04/18/2017	0
10	IPOL	49281-0860-10	PED	98765	12/31/2020	0
11	Pprevnar 13	00005-1971-02	PED	Test123	04/22/2025	0

# Managing Your Inventory

The ImmuNet inventory module allows you to track the number of vaccines on hand easily. It can show you what will be expiring soon and quantities that are low helping you to better time your vaccine orders.

Click on “Inventory.”



# Managing Your Inventory

The Inventory page shows active inventory that is going to expire and inventory that is running low.

Click “Show Inventory” to see your complete ImmuNet Inventory.

Manage Inventory					
Show Inventory for Sites....					Show Inventory
Show Transactions for Sites....					Show Transactions
Update inventory Alerts....					Update Alert Prefs
Return to the Previous Screen....					Cancel

Inventory Alerts					
Vaccine Order/Transfer Notification ...					
Type	Shipped	Awaiting Return Shipment	Rejected		
Order(s)	No Order Notification				
Transfer(s)	No Transfer Notification				

Active Inventory that is Going to Expire or Expired Lots with a Quantity ...					
Site Name	Trade Name	Lot Number	On Hand	Public	Exp Date
No vaccines are currently set to expire.					

Inventory that is Running Low by Vaccine Group ...		
Vaccine Group	Quantity On Hand	Public
No vaccine groups have a low inventory.		

Inventory that is Running Low by Trade Name ...		
Trade Name	Quantity On Hand	Public
No trade names have a low inventory.		

# Managing Your Inventory

From here, you can see the specific vaccines you have on hand, their lot numbers and quantity. You can add inventory (red) or modify a quantity of existing inventory (yellow)

**Manage Inventory**

Add Inventory for Site (Access Family Clinic)....

Add Inventory

Modify Quantity On Hand for Selected Sites....

Modify Quantity

Show Transactions for Sites....

Show Transactions

Return to the Previous Screen....

Cancel

Site:

Show ☐ Active ☐ Inactive ☒ Non-Expired ☐ Expired

Select	Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
<input type="checkbox"/>	<a href="#">ActHib</a>	Test 1	12	Y	Y	10/21/2017
<input type="checkbox"/>	<a href="#">DAPTACEL</a>	Test 2	12	Y	Y	10/21/2017
<input type="checkbox"/>	<a href="#">Engerix-B Peds</a>	Test 3	12	Y	Y	10/21/2018

# Add Inventory

Select the trade name from the top dropdown. The manufacturer will be automatically added as well as the NDC if only one exists. Add the lot number, expiration date, and quantity on hand. This will be done automatically for most, if not all, vaccines sent by VFC. Click “Save” when you’re done.

**Add Vaccine Inventory Information**

Site:

Trade Name:  ☒

Manufacturer:  ☐

NDC:

Package Description:

Lot Number:

Dose:

Expiration Date:

Funding Type:

Lot Active:

Quantity on Hand:

Cost Per Dose (\$):

# Add Inventory

If you're adding your privately purchased vaccines to the ImmuNet inventory module you must select "Private" as the funding type.

Click "Save" when you're done.

The screenshot shows a web form titled "Add Vaccine Inventory Information". The form contains several fields for vaccine details. The "Funding Type" dropdown menu is highlighted with a red rectangular box and is currently set to "Public". Other visible fields include "Trade Name" (Acel-Imune), "Manufacturer" (Wyeth-Ayerst (Lederle and Praxis)), "NDC" (12121-1222-12 - inactive), "Package Description" (5 Dose Vial), "Lot Number" (empty), "Dose" (.5), "Expiration Date" (empty), "Lot Active" (Yes), "Quantity on Hand" (empty), and "Cost Per Dose (\$)" (empty). There are "Save" and "Cancel" buttons on the right side of the form.

Field	Value
Site:	
Trade Name:	Acel-Imune
Manufacturer:	Wyeth-Ayerst (Lederle and Praxis)
NDC:	12121-1222-12 - inactive
Package Description:	5 Dose Vial
Lot Number:	
Dose:	.5
Expiration Date:	
Funding Type:	Public
Lot Active:	Yes
Quantity on Hand:	
Cost Per Dose (\$):	

# Modify Existing Inventory

To modify the number of doses on hand for a vaccine in your ImmuNet inventory, check the box for the lot you'd like to modify and then click "Modify Quantity."

**Manage Inventory**

Add Inventory for Site (Access Family Clinic)....

Add Inventory

Modify Quantity On Hand for Selected Sites....

Modify Quantity

Show Transactions for Sites....

Show Transactions

Return to the Previous Screen....

Cancel

Site: Access Family Clinic ▾

Show ☐ Active ☐ Inactive ☒ Non-Expired ☐ Expired

SelectTrade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
<input checked="" type="checkbox"/> <a href="#">ActHib</a>	Test 1	12	Y	Y	10/21/2017
<input type="checkbox"/> <a href="#">DAPTACEL</a>	Test 2	12	Y	Y	10/21/2017
<input type="checkbox"/> <a href="#">Engerix-B Peds</a>	Test 3	12	Y	Y	10/21/2018

# Modify Existing Inventory

Select whether you're going to add or subtract from your inventory. Select the amount you will add or subtract and then give a reason. When you're done, click "Save."

Manage Inventory						
Save Changes to Quantity On Hand for Selected Sites....						Save
Return to the Previous Screen....						Cancel

Modify Quantity On Hand for Selected Site(s)						
Trade Name	Lot Number	Inv On Hand	Action		Amount	Reason
ActHib	Test 1	12	Add ▾			Receipt of Inventory ▾
						Receipt of Inventory
						Error Correction
						Doses Returned
						Doses Transferred
						Doses Wasted



# Inactivating Old Inventory

Vaccines sent from VFC are automatically entered into your ImmuNet inventory module. Since VFC has been sending lots to your ImmuNet inventory for some time, your active inventory may show lots that you've already used. To remove them from your VFC inventory report, click on the trade name for the lot you'd like to inactivate.

Manage Inventory						
Add Inventory for Site (Access Family Clinic)....						Add Inventory
Modify Quantity On Hand for Selected Sites....						Modify Quantity
Show Transactions for Sites....						Show Transactions
Return to the Previous Screen....						Cancel

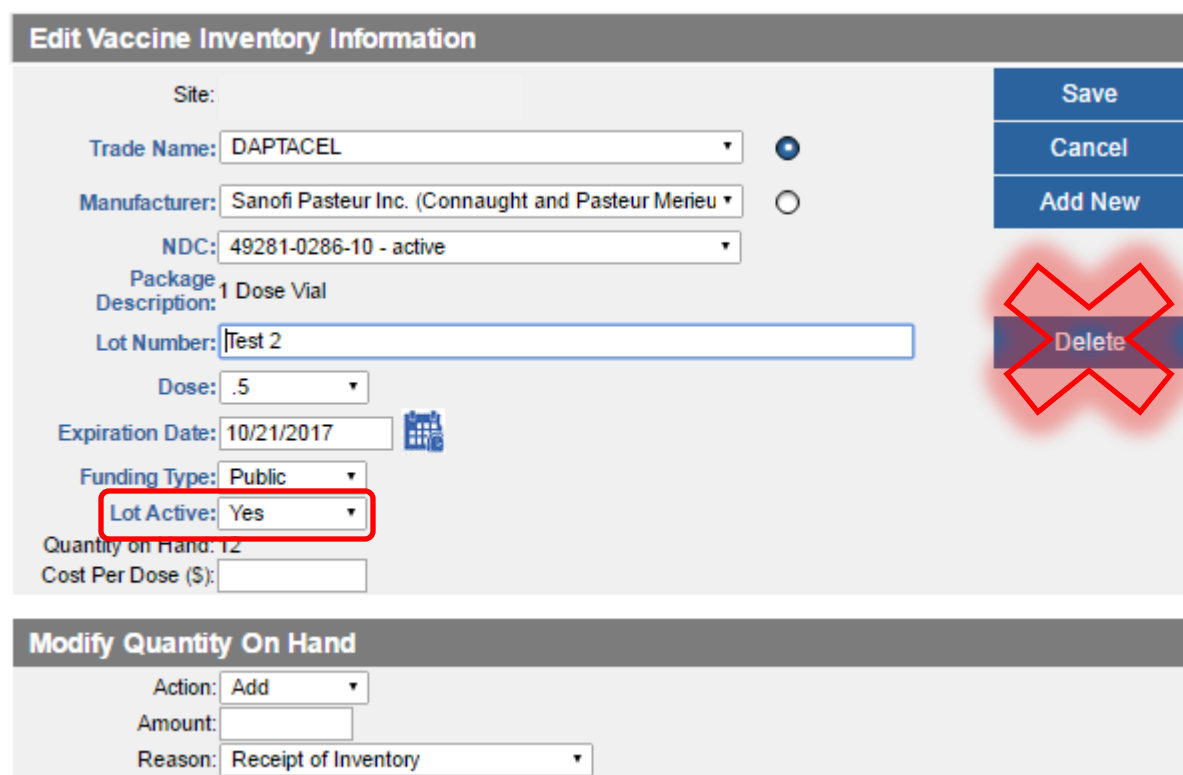
  

Site:		Show	<input type="radio"/> Active	<input type="radio"/> Inactive	<input checked="" type="radio"/> Non-Expired	<input type="radio"/> Expired
Select	Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
<input type="checkbox"/>	ActHib	Test 1	12	Y	Y	10/21/2017
<input type="checkbox"/>	DAPTACEL	Test 2	12	Y	Y	10/21/2017
<input type="checkbox"/>	Engerix-B Peds	Test 3	12	Y	Y	10/21/2018

# Inactivating Old Inventory

Change the “Lot Active” indicator to “No.” Click “Save.”

**If the delete button appears, do not click “Delete.”**  
This can affect your patient records.



**Edit Vaccine Inventory Information**

Site:

Trade Name:  ☒


Manufacturer:  ☐

NDC:

Package Description:

Lot Number:

Dose:

Expiration Date:  

Funding Type:

**Lot Active:**

Quantity on Hand:

Cost Per Dose (\$):

**Save**  
**Cancel**  
**Add New**  
**Delete**

**Modify Quantity On Hand**

Action:

Amount:

Reason:

# Help Desks

The ImmuNet Help Desk is available to answer any questions you have about enrollment or using ImmuNet.

**Email: [dhmh.mdimmUNET@maryland.gov](mailto:dhmh.mdimmUNET@maryland.gov)**

**Call:**

410-767-6606		410-303-8421	410-935-9295
Allegany	Kent	Baltimore	Frederick
Anne Arundel	Queen Anne's	Baltimore City	Montgomery
Calvert	St. Mary's	Harford	Prince George's
Caroline	Somerset	Howard	
Carroll	Talbot		
Cecil	Washington		
Charles	Wicomico		
Dorchester	Worcester		
Garrett			